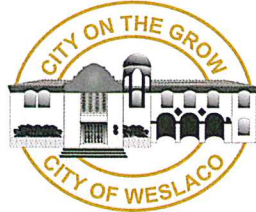


City of Weslaco

"The City on the Grow"



David Suarez, Mayor
Olga M. Noriega, Mayor Pro-Tem, District 3
Leo Muñoz, Commissioner, District 1
Greg Kerr, Commissioner, District 2
Gerardo "Jerry" Tafolla, Commissioner, District 4
Letty Lopez, Commissioner, District 5
Fidel L. Pena, III, Commissioner, District 6

Mike R. Perez, City Manager

CITY OF WESLACO

Request for Proposals based on Qualifications

The City of Weslaco hereby requests sealed Proposals/Qualifications for the following:

Energy Service Companies for Performance Contracting = RFP/Q No.: 2015-16-08

Sealed Proposals/Qualifications addressed to Homer Rhodes, will be accepted at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, until **3:00 PM** on **May 18, 2016** at which time they will be opened and read aloud. Please mark envelope, **"Sealed Proposal/Qualifications"**

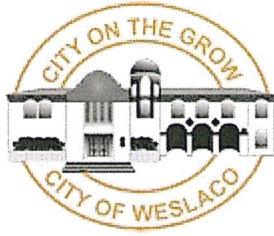
An informative, non-mandatory Pre-Proposal / Pre-Qualification Conference meeting followed by a Walk –Through will be held at 1:30 pm on April 27, 2016 at Weslaco City Hall – Purchasing Conference Room C, located at 255 S. Kansas Avenue, Weslaco, Texas.

Potential Respondents are advised that documents can be downloaded from the City of Weslaco web page address: www.weslacotx.gov, and may also be secured at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, or by calling 956.447-2240. Be advised that if your company is contemplating on responding this project you must contact the Purchasing Office, so that any changes/additions via addendum form can be forwarded to your company. (Please include your company name, address, e-mail, telephone and fax, and contact person). **No electronic Proposals/Qualifications will be accepted.**

The City of Weslaco reserves the right to accept or reject any or all Proposals/Qualifications, to waive any informalities, and to accept the respondent to be the best and most advantageous to the City and to hold Proposals/Qualifications for a period of forty-five (45) days without taking action, for the purpose of reviewing and investigation of respondent's qualifications prior to award. Responses submitted past the aforementioned date and time will not be accepted.

City of Weslaco
Homer Rhodes,

Purchasing Office
hrhodes@weslacotx.gov



VENDOR'S NOTICE OF INTENT TO SUBMIT

If you intend to submit a response to **Energy Service Companies for Performance Contracting** with the City of Weslaco as outlined in the specifications, please indicate your intention by signing, dating, and returning this form to the address below prior to **May 18, 2016** so that you may receive any addendums to the specifications should the need arise.

**Homer Rhodes
City of Weslaco
Purchasing Office
255 S. Kansas Avenue
Weslaco, Texas 78596
Phone: 956.447.2240
Fax: 956.969.8452
hrhodes@weslacotx.gov**

Name: _____ Signature: _____
(print / contact person)

Title: _____ Company/Agency: _____

Mailing
Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

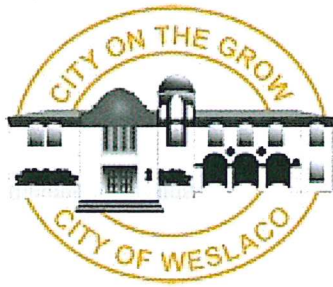
Email Address: _____

Proposal No.: 2015-16-08



"The City on the Grow"

CITY OF WESLACO
REQUEST FOR PROPOSAL
BASED ON QUALIFICATIONS
FOR A CITY-WIDE
ENERGY SERVICE COMPANIES FOR PERFORMANCE CONTRACTING



RFP/Q No.: 2015-16-08

OPENING: May 18, 2016 @ 3:00 p.m.

City of Weslaco
Request For Proposal & Qualifications
To Implement A
Energy Service Companies for Performance Contracting

- 1. PURPOSE OF SOLICITATION**
- 2. OWNER BACKGROUND**
- 3. SCOPE OF SERVICES**
- 4. FACILITIES**
- 5. PROCUREMENT PROCESS**
- 6. EVALUATION CRITERIA**
- 7. SCHEDULE OF EVENTS**
- 8. RESPONDENT'S SUBMITTAL**

Owner Supplied Information

1. PURPOSE OF SOLICITATION

The City of Weslaco is currently accepting qualifications from Energy Service Companies (ESCOs) to identify, design, guarantee, install, maintain, monitor, and help arrange financing for a comprehensive utility conservation program. For the purpose of this RFQ, “ESCO” refers to any entity that is qualified to provide a turnkey utility conservation program that includes the services listed in this request and meets the requirements listed. City of Weslaco (owner) intends to select an ESCO and to award a single contract to perform cost-effective utility conservation retrofits. The projects may take place in a comprehensive nature or may take place in multiple phases.

2. OWNER BACKGROUND

CITY OF WESLACO TEXAS

255 South Kansas Avenue, Weslaco Texas 78596

3. SERVICES REQUESTED

The OWNER intends to address all significant utility costs in this conservation and cost reduction program. Additionally, the OWNER intends to upgrade outdated and obsolete equipment and perform improvements through this program.

The OWNER anticipates a major reduction in annual utility and operating costs through the implement of this utility conservation program. The ESCO will provide a written guarantee of all utility reduction and provide a financing mechanism and plan for the project. As part of the process, any resulting contract must include provision for monitoring and verification of utility and any guaranteed operating savings. If requested, the ESCO shall arrange financing or assist the OWNER in procuring the most cost effective funding for the project. The term of the contract would prefer fifteen (15) years but maximum twenty (20) years from the final date of installation.

4. FACILITIES

All City-owned facilities shall be considered in this solicitation. (See attached list). The selected company can look at other facilities with the OWNER’s control during the detail investment grade audit.

5. PROCURMENT PROCESS

A. Owner publishes RFQ.

This request for qualifications is the first step of a multi-step process aimed at identifying one or more qualified performance contractors (ESCOs). This RFQ or notice of availability of the RFQ has been published. It will remain open until May 18, 2016 at 3:00 pm. This RFQ also details the requirements for response and deadlines and directions for submittal in subsequent sections.

B. Selection of Qualified Provider

A committee of elected officials (OWNER) and staff will be formed to review responses submitted. Based on the selection criteria described in this document, they will recommend the most responsive and most qualified respondent to the entire City Commission.

C. Negotiate Contract for Final Project Proposal

- a. Negotiate a contract with the highest ranked ESCO to provide an investment-grade audit, a measurement and verification plan, a sample periodic savings report, and a proposal that includes a financial model which addresses all costs, expected and guaranteed savings, and annual cash flow over a payback period not-to-exceed twenty (20) years.
- b. Negotiate a draft contract for the agreed-upon implementation work.
- c. Obtain third-party review for all savings associated with the project.
- d. Finalize and sign contract and implement approved program, including required training.
- e. Receive, review, and approve periodic savings reports provided by the ESCO that are based on the approved Measure and Verification plan.

Respondents to this RFQ must identify their experience and qualifications to perform analysis, design engineering, preparation of engineering plans and specifications, installation, commissioning, monitoring and verification of savings, and management

of major utility cost reduction projects that have involved utility cost reduction measures (UCRMs) which address building components and applications. Such components and applications include: lighting, space heating, ventilation, air-conditioning, building envelope, heat recovery, energy and water management systems, environmental system controls, motors, domestic water systems, fuel systems, air distribution systems, water distribution/metering or other energy/water related improvements: e.g., utility rate improvements and renewable energy. The OWNER also requires a description of the Contractor's qualifications and experience related to training building occupants and maintenance works in energy conservation awareness.

D. Review and Recommendation of Final Proposal

The Mayor and City Commission will review the final proposal and (1) accept the proposal; (2) accept the proposal with exceptions for revision or modification; (3) reject the final proposal.

E. Negotiate Master Performance Contract

The Successful respondent and the OWNER will negotiate a master contract that will include authority to proceed with final design and installation or construction and cover payment schedule for ESCO.

F. Perform Project

If the project proposal and contract are approved, the ESCO may proceed with the detailed project engineering design and construction.

6. EVALUATION CRITERIA

Qualifications of all business entities that respond to this solicitation, including any subcontractors to be utilized, will be evaluated using the following selection criteria.

A. Ability to Follow Instructions (10 POINTS)

Specific formatting instructions are provided in this RFQ for respondents' submittals. The format in which responses are received will serve as an indication of the respondent's ability and desire to follow instructions and establish a good working relationship with the OWNER.

B. Business Qualifications (20 POINTS)

- Business unit experience in water and waste water services
- Years in business as an ESCO or provider of the services being offered for this program
- Percentage of the total business revenues generated by ESCO services
- ESCO Annual Revenues
- General project track record
- Office Location from where this project will be managed
- Local presence in area; current customers in area
- Specific experience with projects of a comparable nature

C. Personnel Qualifications (15 POINTS)

Background and professional qualifications of personnel assigned to this project.

D. Financial Qualifications (15 POINTS)

To ensure the financial viability of the respondent, at a minimum the following will be considered:

- The financial viability of the entity proposed to provide technical and financial guarantees.
- Audited financial statements including income statement, balance sheets, and statements of charges for two (2) most recently completed fiscal years.
- The following capability and lines of credit of the respondent.

E. Project Management Qualifications (15 POINTS)

Ability to assign responsibility and coordinate the detailed utility audit project and construction for management of the following project phases:

- a) Detailed utility audit
- b) Engineering and design
- c) Procurement
- d) Construction
- e) Commissioning
- f) Monitoring and verification

Ability to adhere to project schedules and complete all phases of the performance contracting program process in a timely manner.

F. Experience (25 POINTS)

In order to receive full points, responding company must have at least 15 Performance Contracting References.

- Experience with implementing similar utility conservation projects on a performance contracting basis.
- Experience with the full range of responsibilities contemplated for this project (e.g., utility schedule and billing evaluations, verification of accurate utility bills, identification and analysis of URCMs, design, installation, operation, training, financing, savings verification, etc.)
- Performance on prior projects, including data on projecting, monitoring, and documenting (measurement and verification) of utility savings and achievement of savings projected.

- References from prior projects of a comparable nature performed on a performance contracting basis.

7. SCHEDULE OF EVENTS

The following time frame is expected to be followed when evaluating responses to this RFP/Q:

Wednesday April 13, 2016	1 st Publication Notice of RFP/Q
Wednesday April 20, 2016	2 nd Publication Notice of RFP/Q
Wednesday April 27, 2016	Pre-Proposal Qualifications Meeting at 1:30 p.m.
Wednesday May 18, 2016	Deadline and Opening of RFP/Q at 3:00 p.m.
	Review & Selection by City Staff
Tuesday June 7, 2016	Tentative Award Date by City Commission

Please note that responses to this RFP/Q must be received on May 18, 2016 by 3:00 pm local time at the address indicated below. Five (5) copies of the response must be sealed and delivered to:

***Attention: Homer Rhodes, Purchasing Office
City of Weslaco
255 South Kansas Avenue
Weslaco Texas 78596***

No contact between vendor, elected officials and staff from first date of Publication Notice. Any contacts will be grounds for proposal being rejected.

OWNER reserves the right to reject any and all responses resulting from these RFP/Q. Late responses will not be accepted and will be returned to the submitting company unopened. OWNER is not liable for any cost incurred by any person or firm responding to this RFP/Q.

OWNER reserves the right to reject as non-responsive any responses that do not contain the information requested in this RFP/Q and on the forms contained in the this RFP. Additionally, OWNER reserves the right to reject, as non-responsive, any responses that are not organized and formatted as described in this RFP/Q.

Please direct any questions via email regarding this RFP/Q and the program it represents to:

hrhodes@weslacotx.gov

8. RESPONDENT'S SUBMITTAL

A. Corporate Background and Experience

Location of Corporation Headquarters.

Describe your firm's organizational structure, including and limited partnerships and how they are applied to this proposed project.

How many years has your firm been in business under its present name?

Indicate all other names by which your firm has been know and length of time known by each name.

Include the address of your firm's website, if applicable.

Describe your firm's general approach to performance contracting.

List any past or present litigation.

List any contracts terminated prior to completion.

List any previous business names and the above information related to those names.

Include number of years in every efficiency related service.

Include number of year's firm has offered performance contracting services.

Include number of energy savings performance contracts actually implemented by firm.

Has your firm been involved in any construction arbitration demands during past 5 years?

Has your firm ever had a bankruptcy petition filed in its name, voluntary or involuntary?

B. Key Project Personnel

Provide information regarding capabilities and experience of personnel directly assigned to this project that include the following:

Professional resumes for key personnel and their responsibilities for the duration of the contract.

Include a list of previous projects, similar in size and complexity, in which each team member has played a significant role.

Clearly identify who will have primary technical responsibility for the for this project including: engineering, and design work, contract negotiation, construction management, training, and performance monitoring.

Provide an organizational chart that clearly describes your firm's organization with supervisory reporting.

C. Performance Contracting

State how many years your firm has been in performance contracting business. Describe the complete range of services and capabilities your firm offers: such as engineering, design, auditing, energy equipment selection and installation, operation and maintenance, commissioning, monitoring and verification, and training.

List all services which your firm performs with your own employees.

What type of services is usually subcontracted?

Describe the process of subcontractor selection.

D. PROJECT TEAM ORGANIZATION

Identify the services, name of the firms involved, and the principal contract for each service subcontracted for this project that have already been identified.

E. Project Management Plan

Include a plan describing how your firm will manage subcontractors.

Describe the process that will be used for the assignment of tasks, project scheduling, and budget control, as well as capacity to provide all services required for construction and implementation of this project on a performance-contracting basis.

Provide specific information on management of the following project phases:

- 1. Detailed audit**
- 2. Engineering and design**
- 3. Procurement**
- 4. Construction**
- 5. Submittal of as built drawings, equipment manuals, and warranties**
- 6. Commissioning**

7. Monitoring and verification

8. Operations and maintenance, if required.

Provide a timeline indicating necessary activities with a suggested schedule for implementing the detailed audit and project development plan through the procurement process, as referenced in the Owner Supplied Information.

F. CORPORATE FINANCIAL INFORMATION

The ESCO will provide audited financial statements including income statement, balance sheets and statements of changes for two (2) most recently completed fiscal years or maybe provided as a PDF file. If audited financial statements are not available, provide evidence of the level of third party review of the financial statements. ESCOs shall also provide documenting source(s) and levels of financing (e.g. a letter from a financial institution describing a relationship with the ESCO)

The ESCO shall provide a letter from its surety company demonstrating willingness to provide a Payment and Performance Bond associated with construction projects equal to one hundred percent (100%) of the estimated total implementation cost of this project. This cost includes construction costs and equipment purchased under this solicitation of an estimated cost.

G. RISK MITIGATION STRATEGIES

Describe any risk minimizing strategies intended to protect the OWNER.

H. PERFORMANCE CONTRACTING REFERENCES

Discuss your project team's experience with similar conservation project similar (no more than three).

List four (4) references within the past three years indicating experience in conducting comprehensive guaranteed savings programs of a similar nature to this project. Include the following specific information for each project:

- 1. Project title and location**
- 2. Name, address, and phone number of Owner's representative**
- 3. Nature of your firm's responsibility**
- 4. Scope of work including types conservation measures evaluated and installed with type of equipment**
- 5. Total dollar contract amount and term in years**
- 6. Type of contract (guaranteed savings, shared savings, direct cost, etc.)**

- 7. Source of Project Funding**
- 8. Projected and actual project start and end dates**
- 9. Project annual savings (dollars and gallons)**
- 10. Actual and measured annual savings (dollars and gallons)**

Provide one example of when a client did not realize the full energy savings and the reasons why.

I. SAVINGS CALCULATION

The savings calculation must be prepared using standard acceptable accounting practices. Changes to the estimated savings can occur as a result of the replacement of equipment, installation of improvements and other such improvements to achieve savings.

Describe the methodology for calculating baseline for similar projects. If proprietary software is used provide a copy of the manual.

J. OPERATIONAL SAVINGS VERIFICATION

If operational savings are to be incorporated within the proposed project please explain how these savings are calculated. If they are guaranteed, explain how they are covered under contract. Do total project savings include maintenance and other non-energy savings or are they solely based on energy? If savings includes maintenance and non-energy, how will they determine baseline cost and how will they measure the “savings”? (Quantify and substantiate).

Explain how you monitor and verify that operational savings have been realized and in the event that they are not realized, what actions you take to rectify the shortcomings.

K. FINANCIAL GUARANTEES

Explain in detail how you will guarantee the savings associated with this project.

L. EQUIPMENT AND TRAINING

Demonstrate expertise in operations and training in terms of successfully completed projects. Specifically the following areas:

- 1. Types of training**
- 2. Location of training**
- 3. Frequency of Training**
- 4. Training provided by your personnel**
- 5. Training provided by others**

M. PROJECT FINANCING AND INCENTIVES

Financing capability and lines of credit will be evaluated. The ESCO will provide information that documents sources of proposed financing and specific projects that have used proposed financing sources.

Explain how the ESCO can finance the project on its own.

Disclose any relationship, fee or incentive the ESCO might have or receive related to this financial institution or transaction.

N. CONTRACT TERM AND CONDITIONS

While the OWNER expects respondents to adhere to their standard contract terms and conditions, identify any contract provisions that the ESCO takes exception to.

State any additional terms and conditions that your firm would include particularly any the ESCO considers non-negotiable.

O. CONTACT WITH OWNER PERSONNEL

No contacts with OWNER employees, officials, or City Commission members are to be made by responding ESCOs throughout the entire selection process. Any unauthorized contact will result in immediate disqualification of the ESCO.